
Project Coordinator

Job Category: Operations

Requisition Number: PROJE002441

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Posted: February 6, 2024

Full-Time

Edmonton, AB

Job Details

Description

Modern Niagara helps building owners, managers, and general contractors meet the mechanical, electrical, integrated building technology, and building services needs of their buildings across Vancouver, Calgary, Edmonton, Toronto, Southwestern Ontario, and Ottawa. We also develop custom, turnkey solutions to help reach the desired outcomes. We are committed to having a positive and meaningful impact on Canada's infrastructure and on the communities where we live, learn, work, and heal.

WE BUILD FOR LIFE.

We value passion, initiative, determination, professionalism, and teamwork and we are committed to ensuring that our teams have everything they need to succeed. Health and safety are embedded in everything we do and, as a result, our award-winning safety culture has a record that's well above industry standards.

At Modern Niagara, you will work alongside values-driven, safety-conscious, and high-impact teams in a fast-paced, innovative, and collaborative environment. Here, your knowledge, skills, and excellent service will help ensure that the buildings that make up Canada's infrastructure fulfill the needs they were set out to meet.

Modern Niagara is one of Canada's Best Managed Companies and is a recipient of SMACNA's Safety Excellence Award Program (SSEAP) – Canada and the Canadian Occupational Safety (COS) Magazine's Gold Winner for Canada's Safest Employers Award in the Building and Construction category and Excellence Winner for Canada's Best Health + Safety Culture Award as well as Canada's Best Health + Safety Leader Award.

We are seeking a highly organized and technical **Project Coordinator** to join the team in Edmonton. The mission of a Project Coordinator is to work closely with the project manager and provide support to aid in the successful execution of projects.

Duties and Responsibilities:

- Provide related administrative support to Project Managers and Project Teams.
- Aid Project team in the organization and distribution of project related documents and drawings from manufacturers, suppliers and subcontractors.
- Data system entries such as set up of purchase orders for subcontractors, suppliers and manufacturers, entry of change orders and distribution of change notices, monthly updates for WIP forecast sheets, updating construction schedule.
- Create, log and track of communications and documents for the project.
- Prepare project start-up binders.
- Document control of all site paperwork.
- Participate in operational meetings such as project delivery meetings, staff meetings, reviews.
- Attend Site meetings as required to assist project manager with meeting minutes.
- Entering of Budgets into system ensuring costs code breakdown is accurate
- Collection and distribution of safety and insurance documentation to GC/Customer i.e. WSIB Clearance Certificate, Form 1000, Insurance Certificate
- Follows up with Subcontractors to ensure all relevant documentation is received in a timely manner.
- Update supplier and subcontractor purchase orders as changes are approved.
- Prepares and distributes monthly billing sheets to PM's
- Processes invoices in ERP system and distributes to customers.
- Prepares Project Close-out documentation including O&M Manuals and As-builts in both hard copy binders and electronic formats.
- Perform other related duties as required.

Qualifications and Job Requirements:

- Post-secondary education in construction management/Mechanical Engineering or equivalent combination of education and experience; or 2-5 years of work experience in piping or sheet metal.
- Previous experience working in the construction industry, particularly field work would be a strong asset.
- Must have access to a car and hold a valid drivers license.
- Demonstrated competency with Microsoft Office including: Outlook, Word, Excel and PowerPoint.
- Experience with project or construction management software is an asset such as Procore.
- Attention to detail, strong reading as well as writing skills.
- Effective communicator with the ability to develop and sustain productive working relationships with employees, subcontractors and other stakeholders at all levels.
- Sense of urgency and drive to succeed. Must be comfortable working within a deadline driven, fast paced environment.
- Resourceful, problem-solver that is energetic and able to manage multiple priorities.
- Strong team player
- Client service and customer focus to establish and maintain effective relationships with customers.
- Comfort and ability to work out of town as this role is on site near Sparwood, BC.
- Flexible schedule available for the right candidate.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

At Modern Niagara, we recognize the value of fostering a diverse, equitable, and inclusive organization and are committed to eliminating barriers faced by members of equity-seeking groups (women, Indigenous, Black, racialized, LGBTQ2S+, people with disabilities, and new immigrants) in the construction industry. Our DEI vision is to build an organization where everyone has access to the same opportunities, experience equitable outcomes, and can thrive and reach their full potential.

We value the diversity of the people we hire and serve. Modern Niagara is an equal opportunity employer. If you require accommodation during the recruitment process, please advise us so that suitable accommodations can be made. We can be reached at careers@modernniagara.com.

[We make buildings work](#) 